



Code: 3371
Family: Health and Human Services
Service: Health and Welfare
Group: Medical and Social Service
Series: Professional Medical

CLASS TITLE: OCCUPATIONAL HEALTH PHYSICIAN

CHARACTERISTICS OF THE CLASS

Under general supervision, conducts comprehensive medical examinations and treats City employees with work-related injuries or illnesses, and performs related duties as required

ESSENTIAL DUTIES

- Examines employees returning to work from medical leaves and certifies their fitness for duty
- Conducts physical examinations of applicants for City employment and makes assessments of applicants' health and physical condition
- Records patients' condition, treatment, and progress on medical records and charts
- Determines the duration of a patient's inability to perform job duties based on the patient's medical diagnosis, condition, and test results
- Searches medical literature on special illnesses related to patient conditions in order to advise the best treatment course plan and to keep up to date on the most recent advances in medicine
- Reviews, evaluates, and makes recommendations on the need for medication, medical equipment, social or psychiatric support, and physical and vocational rehabilitation
- Directs nursing staff in scheduling referrals
- Reviews and appraises private medical care providers' statements regarding employees' medical conditions to ensure appropriateness of diagnosis and treatment
- Supervises the maintenance of patient medical charts and records
- Determines whether injuries are duty-related and writes reports to the pension board in preparation for the determination of the extent of disability and awarded compensation, as required
- Testifies in regard to duty-related injury and disability
- Implements occupational health programs and prepares work-related reports
- Works in conjunction with the Fire Department and resource hospitals to effectively administer all medical aspects of the EMS system
- Provides oversight to the City's EMS system ensuring standing medical orders and procedures are followed in providing emergency out-of-hospital patient care

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from a school of medicine with a Doctor of Medicine or Osteopathy degree accredited by the Liaison Committee on Medical Education (LCME) or the Educational Commission for Foreign Medical Graduates (ECFMG) or the Commission for Osteopathic College Accreditation (COCA), and completion of a residency approved by the Accreditation Council for Graduate Medical Education (ACGME) or the American Osteopathic Association (AOA)

Licensure, Certification, or Other Qualifications

- Applicants must possess a valid and unrestricted physician license awarded by any U.S. state at the time of application
- Applicants must possess a valid and unrestricted State of Illinois physician license and Drug Enforcement Administration (DEA) certificate at the time of employment

WORKING CONDITIONS

- Medical facilities environment (e.g., health clinic)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Microbiology equipment (e.g., microscopes, scientific calculators)
- Biological and chemical testing equipment (e.g., electron microscopes, light microscopes, x-ray analyzers)
- Medical instruments (e.g., stethoscope, sterilizer, scale, tongue depressor, life signs monitors, thermometer, urine dips, microscope, sphygmomanometer, otoscope)
- Standard phlebotomy equipment

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to make precisely coordinated movements with one's fingers
- Ability to move one's hands and arms to grasp or manipulate objects

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *Biology and Chemistry
- *anatomy and physiology
- *medical terminology, conditions, testing, treatments, standards, and procedures
- *uses, side effects, and interactions of prescription medicines and other drugs
- *human development and disease theory

Some knowledge of:

- *applicable federal, state, local laws, regulations, and guidelines
- *medical equipment, instruments, materials, and supplies
- *applicable research and analytical practices and procedures
- *clinical methods and procedures
- *public health care trends, issues, programs, and services
- *nutritional assessment, planning, and counseling

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *SCIENCE - Use scientific rules and methods to solve problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *INSTRUCTING - Teach others how to do something
- *SERVICE ORIENTATION - Actively look for ways to help people
- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)\

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude

- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
 - ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
 - ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
 - INNOVATION – Think creatively about alternatives to come up with new ideas for and answers to work-related problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)

August, 2010